

AFIADL Quick Reference

How to Complete the Air Force's AFIADL Form 23 & AFIADL Form 17

AFIADL Form 23 – Enrollment Application

1. **AFIADL Course Number:** Insert the course number here, placing zeroes in all boxes that go unused, as shown below for course number 13.

0	0	0	0	1	3
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See the “AFIADL – CAP Student Page” for course numbers to the most popular courses for CAP members, or consult the AFIADL catalog, which is also available on that page, accessible from www.cap.gov/pd.

2. **Social Security Account Number:** Use your SSN, NOT your CAP ID number.
3. **Identity Code / Category:** This will always be “7” which is the code given to CAP members.
4. **Name:** Self-explanatory (Last Name, First Name, Middle Initial).
5. **Reason for enrollment – Codes:** Mark the “Voluntary” box
6. **Pay Grade:** Reference the charts below to find your “pay grade”:

Senior Grades

Colonel	O-6
Lieutenant Colonel	O-5
Major	O-4
Captain	O-3
First Lieutenant	O-2
Second Lieutenant	O-1
Senior Member	E-1
Senior Flight Officer	FO-3
Technical Flight Officer	FO-2
Flight Officer	FO-1

Cadet Grades

Cadet Colonel	C-6
Cadet Lieutenant Colonel	C-5
Cadet Major	C-5
Cadet Captain	C-3
Cadet First Lieutenant	C-2
Cadet Second Lieutenant	C-1

7. **TCO Phone:** Mark this section “N/A.”
8. **Address:** List the address where you want AFIADL to ship the course materials. This should be an address that the USPS serves.
9. **Zip Code/SHRED of Test Control Office:** Look up the “shred code” on the “AFIADL – CAP Student Page.”
10. **Course Title:** Self-explanatory; see also #1 above.

11. **Signature and Title of Approving Official:** The approving official is the Squadron Commander.

► **Fax the completed AFIADL Form 23 to 334-953-8127.**

AFIADL Form 17 – Corrected or Latest Enrollment Data

1. **This Request Concerns Course NO.** You will need to give the course code as marked on your registration card that you received with your materials. This usually comes a few days prior to you getting the course material.
2. **Today's Date:** The date that you sign the form.
3. **Enrollment Date:** The enrollment date is on the registration card that you received with your course material.
4. **DSN Phone Number:** You need to put a N/A in this box. This is not used for CAP.
5. **Social Security Number (SSN):** Place your SSN here. This must match the one you gave them when you enrolled.
6. **Grade/Rank:** This is the pay grade that you gave when you enrolled in the course.
7. **Name:** Self-Explanatory.
8. **Address:** This needs to be the same address that you gave to have your course material sent to. The test will be sent to Wing HQ and then sent to the squadron commander to be given.
9. **E-mail Address and Fax Number:** This is not required but you may fill it out.
10. **Test Control Office Zip Code/SHRED:** This is the same number used when enrolling in the course. Ask your wing Professional Development Officer for the SHRED code. This code is assigned by the Air Force to CAP and is subject to change.
11. **Request for Materials, Records, or Service:** This is the place to fix any problems with your registration or to trigger the exam. If you are going to ask for your exam then you will need to place a "X" over the 5 and place the same date you used in block #2.

► **Remember to sign the form. Fax completed forms to 334-416-6143.**